

**IOWAccess Advisory Council
Meeting Minutes of May 7, 2008, 1:00 PM
Hoover Building, Level A, Conference Room 7**

Draft

- Present: Richard Neri, Barbara Corson, Kathleen Richardson, Beth Baldwin, Terrence Neuzil*, Lawrence Lentz*, Terri Selberg, Dawn Ainger* (at 1:30)
- Absent: Tom Gronstal, Kelly Hayworth, Andrew Smith, Glen Dickinson, Ron Wieck, Jeff Danielson, Vicki Lensing, Sheila Castaneda, Dan McGinn
- Guests: John Gillispie, Diane Van Zante, Malcolm Huston, Mark Uhrin, Kent Hartwig, Kristine Cavell, Sherry Timmins, Adam Broughton, JoAnn Naples, Drew Dinsmore, Tracy Smith, Wayne Middleton

* By phone

Council Chair, Dick Neri, opened the meeting at 1:29 p.m. and noted that a quorum of members was present.

1. Introductions, New Member, Approve Minutes, Election of Officers – Dick Neri, Chair.
The Council has a new member, Kathleen Richardson, who is the Director of Journalism at Drake University and the Executive Secretary of the Iowa Freedom of Information Council. Kathleen fills the media position vacated by Herb Strentz. All council members and guests introduced themselves.

A correction was offered to the March minutes. The term “transcaer” needs to be in all caps (TRANSCAER). Barb Corson moved approval of the amended March 12, 2008 meeting minutes; Beth Baldwin seconded the motion. An oral vote was taken, unanimously approving the minutes, as corrected.

Election of Officers (Chair and Vice Chair) – Dick Neri has graciously offered to serve another year as Chair. Beth Baldwin moved that Dick continue as Chair; Barb Corson seconded the motion. An oral vote was conducted; Mr. Neri was unanimously re-elected.

Barb Corson has graciously offered to serve another year as Vice Chair. Terrance Neuzil moved that Barb continue as Vice Chair; Beth Baldwin seconded the motion. An oral vote was taken; Ms. Corson was unanimously re-elected.

John Gillispie highlighted some recent developments. At present, unobligated cash in the IOWAccess fund stands at about \$200,000; total requests being considered at this meeting amount to more than that, so the Council must begin a prioritization process. Changes to DOT regulations with respect to drivers’ record fees will affect the revenue stream to IOWAccess, probably to the positive. Previously, there was no authority for county and local entities to seek and receive IOWAccess funds. The legislature did approve that, with the caveat that those entities give proprietary rights to the State. The bill setting aside the

million dollar appropriation to IOWAccess did pass, but has not yet been signed by the Governor. Pending the Governor's signature, these provisions would take effect July 1st.

2. Iowa Interactive Update – Tracy Smith, Iowa Interactive (handout).
The Department of Natural Resources cabins and campgrounds application continues to be well accepted; during March, there was an 11% increase in volume over the previous year. The Department of Transportation is seeing a downward trend in the number of records being purchased. This is due to a variety of factors, however it is hoped that new legislation will offset this trend. Iowa Workforce Development unemployment filings have doubled. Professional Licensure experienced a big renewal cycle in March; online renewal jumped from 753 occurrences to 3499.
3. IOWAccess Financial Update – Malcolm Huston.
Financial statements were presented for the IOWAccess fund for the period ending March 31, 2008. Unobligated cash at the end of March stood at \$203,965.
4. IOWAccess Projects and Projections Spreadsheet/Monthly Report – Malcolm Huston.
Non-ITE project updates have been added to the spreadsheet. For projects already in phase one or two, we have anticipated future funding requests. If the Council approves all of the projects on today's agenda as well as the next phase of existing projects, the IOWAccess fund could be in the red. The Council could choose to delay projects, reduce the amount approved, or to disallow today's projects or the ones coming up. There are many variables. Current projections do take into account the new appropriation, but do not contain added revenue which might result from the new legislation (which may not be a significant amount).

Discussion:

- Can the Council approve projects, pending future funding, so that they are in the queue? Money could be committed, but there would be no account for the agency to draw from. Finance staff would have to consider whether this is a feasible approach.
- Projected next phases for existing projects are simply estimates for some future point in time. The projects in front of the Council today are ready to proceed.
- It is unlikely that the Council would be allowed to commit more than is available. Until now, the Council has not needed to prioritize projects.
- Nothing on the agenda is a brand new project; each is in one of the succeeding phases.
- There are projects with unspent committed funds that go back to FY04, 05, and 06. Most of those dollars probably need to be swept back. Do we ask the entity or do we simply set a policy that unspent funds will be reallocated? If we do pull back funds, we need to be sure that any complaints are resolved prior to doing so.

Malcolm will revisit each project, try to determine the status, and report back at the next meeting; he will also format a motion on dormancy for the next meeting. At a future time, the Council may wish to recommend that money be rescinded when there is a lengthy period of inactivity.

5. OpenUp.Iowa – Request for Design Funding Increase (\$42,000) – Mark Uhrin.

OpenUp Iowa is a board and commission website and database that increases openness in state government and educates Iowans about boards and commissions. It will simplify the board and commission application process and improve the appointment process. The increase in funding is being sought due to a clerical error in the original request and the inclusion of a formal business analysis function (this is the first project to undergo formal business analysis) which is estimated to take 350 staff hours. Question: Does that mean that ITE is charging \$120/hour? Yes; ITE rates will be discussed later in the meeting in association with agenda item #10. Dawn Ainger moved that the item be tabled until the July meeting to give the Council an opportunity to reassess the funding situation and to learn more about the new pricing structure. The motion was subsequently withdrawn, pending discussion of agenda item #10.

Did we decide we could approve projects, pending availability of future funding? Yes, the Council decided to explore that option. How do we resolve who gets “tentatively approved funding” first? Will the price increase likely affect all projects? It will probably affect any follow on phases for existing projects.

At this point, council members agreed to divert from the order of the posted agenda and move to item #10:

10. ITE Project Updates/Pricing – Mark Uhrin.

Over the past several months, ITE has been through an exhaustive process to identify accurate costs and rates. Staff rates have held steady at \$89.50 per hour for the last four years. Salaries have gone up an average of 7% per year, but that has not been reflected in the rates. The rate that would cover expenses, given a 60% productivity rate (factors out all non billable time such as vacation, sick time, administrative time, and training) is about \$117/hour. That is the cost of the employee, office space, access to phone, computer, share of overhead, benefits package, etc. It is the fully loaded cost to deliver a service; there is no profit, this is a break-even rate. The rate is tentative at the moment and has not been approved.

Discussion:

- This rate appears to be much higher than the overall marketplace. Agencies may ask what added value they receive by using ITE when they can get a contractor with a computer and office space for \$85/hour.
- Agencies look at the invoice cost; that is not the total cost of hiring a contractor.
- The Council is not in a position to address ITE’s prices/the cost of labor.

Council members returned to discussion of agenda item #5.

It has been suggested that the Council approve the request, pending available funding. If multiple projects are approved, how will the Council determine which one receives funding first?

Barb Corson moved approval of the request, pending available funding; Beth Baldwin seconded the motion. Discussion: How many people will be working on the project? Three.

An oral vote was taken and recorded as follows:

Opposed: Dawn Ainger

Abstain: None

In Favor: All others

The motion passed.

At the July meeting, the Council needs to define procedures for the approval of funding based on availability (address the question “who’s first, who’s second?” etc.). Malcolm suggested that projects approved today be prioritized at the conclusion of the meeting. The Council agreed.

6. State of Iowa Online Stores – Request for Hosting Fees (\$2000) – Mark Uhrin.
Iowa Interactive is developing a common online state storefront where agencies can post items for sale. The Council is being asked to fund the first year’s hosting. During that time, we will be able to gauge the overall interest. After the initial year, the agency takes over its share of the hosting fees. Will there be a transaction fee on the purchase? Yes, part of the fee will go to Iowa Interactive and part will go to ITE to cover hosting costs after the first year. At present, we have no way to predict the volume of sales, so it is difficult to set a fee. Dawn Ainger moved approval; Barb Corson seconded the motion. An oral vote was taken; the motion passed unanimously. Approval of this request is immediate, not pending the availability of funds.
7. Interactive Forms – Request for Scope Analysis Funding (\$20,000) – Kent Hartwig, Department of Veterans Affairs.
The Iowa Veterans’ Affairs website is one of the best in the nation; it is a one stop site for veterans. The first phase of the project included a total redesign of the website, expanded information, links to county services, a new page for families seeking help, and vital information for mental health, counseling, and treatment. The website should go live in a couple of weeks. The next step is to make all forms interactive so that veterans can fill them out online. This would streamline the entire process. Terri Selberg moved approval of funding, pending availability; Larry Lentz seconded the motion. An oral vote was taken; the motion passed unanimously.
8. Business License Information Center (BLIC) project – Request for Execution Funding (\$367,880) – Sherry Timmins and Kristine Cavell, Department of Economic Development (IDED).
By statute, IDED has a mandate to provide for job creation. They are also required to provide a clearinghouse for all regulatory requirements for business and commercial activities. That includes: how to apply, applicable approvals and exemptions, fees, and changes and updates to regulations. BLIC improves service to existing and prospective businesses, decreases unnecessary delays, improves compliance rates, enables more focus on core business and provides information on demand. Kristine demoed the features of the new website.

Discussion:

- Is it correct that no fees are taken in, it is strictly an informational site? Yes.

- The price per webpage seems quite high. Does ITE have the cost detail? No. Mark Uhrin believes there is a detailed workplan and the cost estimate would be based on that.
- Suggestion to table the request until such time that costs can be substantiated.

Dawn Ainger made a motion to table the request until July; Barb Corson seconded the motion. An oral vote was taken; the request was unanimously tabled.

9. Hazardous Substance Incident Database – Request for Execution Funding (\$280,000) – Adam Broughton, Department of Natural Resources (DNR).

This project involves a redesign of the current database and combines all of the historical databases into one new database. The new database will be more usable and searchable. Previously, the Council approved a total of \$55,000 for the planning and design phases. The implementation phase will develop and code the web front end, develop and code the database, migrate information from the existing and historical databases, and provide for application testing, debugging, and deployment. Training and outreach costs will be paid in-house. Due to numerous delays, DNR wants to develop an RFP and have the implementation completed by a private contractor. Since the initial estimates were provided by ITE, would it be advantageous to wait until the RFP comes back with a more precise cost? Prior to release, the RFP must also go to the Technology Governance Board (TGB) for approval. JoAnn Naples explained that DNR wants to get the database completed and rolled out as soon as possible. There is a timing issue related to getting approvals from the Environmental Protection Committee and the TGB; it would be helpful to know now that funding has been approved. Beth Baldwin moved approval of the request as presented, assuming a 90 day delay (to go through the RFP process); Barb Corson seconded the motion. An oral vote was taken and recorded as follows:

Opposed: None

Abstain: Dawn Ainger

In Favor: All others

The motion passed.

11. Wrap Up and Adjourn –

If the BLIC project and succeeding phases of existing projects are removed from the Projects and Projections Spreadsheet, Malcolm believes there is sufficient funding for all projects approved at today's meeting. If that should not be the case, it might be wise to prioritize them. Beth Baldwin moved that the projects be prioritized as follows:

1st – Interactive Forms (Veterans Affairs)

2nd – Hazardous Incident Database (DNR)

3rd – OpenUp Iowa (IGOV)

Dawn Ainger seconded the motion. An oral vote was taken; the motion passed unanimously.

The next meeting is July 9. As a result of today's meeting, there will be a lot of work to do, including how to prioritize items in the future. The ROI (return on investment) form contains a scoring mechanism that could be used if desired. Council members should keep in mind not only what is up for approval at a particular meeting, but also what is right around the corner.

Is it appropriate to stop accepting new projects for the time being? Probably not, however Malcolm is asked to counsel agencies on funding issues.

In light of approval of legislation to pursue county and local business, what can the Council do to let state government know that there is a shortage of funds? Malcolm was asked to add this item to the agenda for the July meeting.

There being no further business, the meeting adjourned at 4:02.